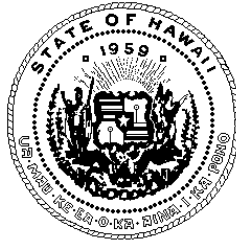




Information and Communication Services Division  
**VCC DIAL OUT  
BILLING INFORMATION FORM**




For Official Use Only	
Confirmation Date	Confirmation Number
Confirmed By	

- This form must be submitted with ICSD form C-196 (Request to Reserve the Video Conferencing Centers) if external site requires a dial out to make connection. If form is not submitted with form C-196, then the external connection will not be made. See back of form for information on charges.
- Requests must be received by the ICSD Assistance Center within 48 hours after making telephone reservations in order to receive conference confirmation. Please FAX completed form to 586-1882, **ATTN: Assistance Center**

**INSTRUCTIONS** (print or type legibly):

- Block 1. Date of VCC Dial Out** – The date of the video conference  
**2. Time of VCC** – The time of the video conference  
**3. Dial Out Phone Number** – The phone number (including area code) needed to dial out and make the connection with the other VCC. This number is given to you by the receiving VCC. It will also be referred to for billing purposes.  
**4. Name of Person to bill** – Name of the person that the bill will be sent to.  
**5. Telephone Number / Extension** – The telephone number of the person entered in block 4.  
**6. Department, Division, Branch** – The department, division, and branch of the person in block 4.  
**7, 8, 9 & 10 Street Address** – Enter the address of where the bill will be sent. Make sure to list room, suite, and building if applicable.

1. Date of VCC Dial Out (MM/DD/YYYY)	2. Time of VCC (use AM or PM)  <b>FROM:                      TO:</b>	3. Dial Out Phone Number (Area Code) ### - ### 
4. Name of Person to bill		5. Telephone Number / Extension
6. Department, Division, Branch		
7. Street Address		
8. City	9. State	10. Zip Code

**FOR OFFICIAL USE ONLY**

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# ISDN USAGE FEES

The figures below are to be used for cost estimating purposes for dial out connections to VCCs (video conferencing centers) outside of the ICSD VCC network.

The dollar figure that you come up with can be used in justifying the ISDN connection charges for a video conference. Understand that when you receive your bill it will not be exactly as you calculated, however, it should be close.

Type	Description	Per minute rate
Oahu calls	Calls to non-ICSD VCCs within island of Oahu	5 cents / 1 <sup>st</sup> min 1 cent / additional min
Outer-island	Calls to non-ICSD VCCs to islands of Kauai, Maui, Molokai, Lanai, Big Island	15 cents
Out of state *	Any VCC outside of Hawaii, but within the United States and its territories	20 cents

\* Does not include international

- Dial out to outer island VCCs average **14 cents to 15 cents** per minute per ISDN line.
- Dial out to VCCs in other states outside of Hawaii average **18 cents to 20 cents** per minute per line.

There are 6 ISDN lines needed for a connection to a VCC site, therefore, you need to multiply the per minute rate by 6 to get the total cost per minute of connection.

## **Example:**

You want to connect to a VCC site on Kauai and have opted to pay for the connection. The total time you expect to be in conference is 210 minutes (3 hours 30 minutes).

\$0.15 per minute X 6 ISDN lines = \$0.90 per minute of connection

\$0.90 per minute of connection X 210 minutes = \$189.00 amount to be billed to your dept.

**Note: costs above do not include tax, so you will need to factor in tax when doing cost estimation.**

**If you have further questions call 586-1930, reference VCC ISDN dial out charges.**